



**AMERICAN SAMOA GOVERNMENT
TRAVEL AND TRANSPORTATION
POLICY MANUAL**

DEPARTMENT OF TREASURY

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1. OVERVIEW

1.1 Authority

The contents and provisions of this manual are based on the authority of the Governor of American Samoa to promulgate policies and regulations which prescribe administrative policies and procedures concerning matters dealt with herein.

1.2 Delegation of Responsibility

This authority has been delegated, by the Governor, to the Treasurer of the American Samoa Government, who has general responsibility for the policies, procedures, and all other related matters governing the expenditure of funds for travel and transportation.

1.3 Purpose

The purpose of this manual is to prescribe, amend and consolidate general policies and procedures relating to travel essential to the transaction of official business of the American Samoa Government.

1.4 Coverage

All officials and employees in branches of the Government except as otherwise limited by law and certain individuals, not employees, who are authorized to travel at government expense and employees of all organizations created by executive or statutory authority are covered by the policies and procedures contained herein.

The limitation by law referred to is the provision of the ASCA §10.0603 which empowers the Legislature with respect to the disbursement of funds in its budget except as otherwise limited by law.

2. TRAVEL AUTHORIZATION

2.1 General

Authorization for travel shall be limited to that travel which is essential to the transaction of official business of the American Samoa Government. Authorizing officials and travelers shall employ cautious judgment in

determining whether travel is essential to the transaction of official business of the Government. Special consideration as to the number of employees performing travel, the scope and purposes of travel proposals, and a common sense combination of travel objectives are important to further these policies.

2.2 Authority to Approve

All travel must be authorized by the Office of the Governor of American Samoa. This authority may be delegated to the ASG department or office heads by the Governor at his discretion.

2.3 Authorization Form

The ASG Request for Travel form (TA), as amended, shall be used to request travel and authorize the same. The TA form shall be used to amend a TA when it becomes necessary to do so. TAs must be submitted to the Treasury Travel Office 30 days prior to travel. Supporting documentation (flight itinerary, hotel accommodations, and conference/training details) is required with the TA. Travel forms are available at the Treasury Department.

3. EXPENSE REPORTING

3.1 General

All travel expense reports must be approved by the authorized signatory agent for the applicable department's expenditures. Travel expense reports for Department Directors or Office Directors must be approved by the Governor.

3.2 Reporting Form

ASG Travel Expense Voucher forms shall be used to report travel expenses to the Department of Treasury Travel Office. A trip report containing a brief itinerary of the trip, events, and activities relative to the travel, **supporting expense receipts (meals and incidentals not included), used airline tickets including boarding passes, and any unused airline tickets must accompany the expense report. Failure to provide documentation will result in repayment of all advanced travel funds.**

The Travel Expense Voucher shall be accompanied by proof of attendance at the seminar and/or meeting when the purpose of the travel is to attend the same. *The proof can be a copy of the agenda and/or a certificate of completion.* The name and address of the entity sponsoring the seminar or meeting shall be provided. If the traveler did not attend the entire seminar, the traveler shall repay the per diem/travel advance for the portion of the seminar the traveler did not attend, unless the traveler was attending another seminar for which travel was authorized.

Written confirmation from an off-island meeting attendee shall also satisfy this requirement. Verified e-mail messages confirming the meeting the employee attended shall also satisfy this requirement. For both written confirmations above, the full name of the attendee, the attendee's address and official title shall be included as part of the confirmation.

3.3 Reporting Deadline

All travel expense reports shall be filed with the Department of Treasury Travel Office within thirty (30) days after completion of the travel or travel for that individual may be suspended. In the event that a traveler does not file an expense report within (60) days of completion of travel, **the traveler will have his or her paycheck held until the report is filed.** In the event that the traveler has filed the expense report and funds are due the government, the Travel Office will process reimbursement to ASG (see section 3.5) and travel for that individual is suspended until payment is complete.

3.4 Reimbursement to Traveler

In the event that a traveler has filed the expense report and upon verification funds are due the traveler, the Travel Office will process a reimbursement to the traveler within 30 business days of receipt of the expense report.

3.5 Reimbursement to ASG

If the traveler's expense report is filed and funds are due ASG, the Travel Office will deduct 40% of the traveler's paycheck (gross pay) every pay period until payment is made in full. If the total amount owed is less than 40%, the total amount will be deducted. Travel for the individual will be suspended until payment is complete.

3.6 Intent to commit Fraud

In the event an employee:

- Travels on official ASG business under false pretenses (i.e. uses airline ticket/per diem for personal reasons and not for ASG business) or
- Falsifies documents for an expense report,

ASG:

- Will deduct **80%** from the employee's paycheck every pay period until payment is made in full within one year and
- Reserves the right to file criminal charges.

4. OFF ISLAND TRAVEL

4.1 Overview

Per diem is advanced to the traveler so as to not burden the traveler with living expenses while said traveler is on government business. Per diem is in lieu of subsistence expenses which include all charges for meals and incidental expenses (as identified below and including all tips and fees to waiters, porters, baggage men, bellboys, hotel maids, and dining room stewards) and lodging (as identified below).

4.2 Airline Accommodations

For official government travel, travelers must use coach-class accommodations. Exceptions include:

- (a) When coach-class is not available.
- (b) When the use of first-class is necessary to accommodate a disability. (A disability must be substantiated in writing by a competent medical authority).
- (c) When exceptional security circumstances require first-class travel
- (c) When the traveler upgrades to first-class at his or her own personal expense.

4.3 Per Diem

To prevent financial hardship on the traveler, the full per diem allowance shall be payable in advance before the commencement of the trip. In the event the traveler uses federal funds, the local per diem rate shall be applied. However, the traveler can expend up to the current federal per diem rate and be reimbursed through the awarding agency when an expense report is filed (see Section 3: Expense Reporting).

In the event that the traveler is detained at the intended travel points longer than it was originally planned, the traveler must pay all additional authorized expenses out of personal funds and claim reimbursement from ASG upon return unless other arrangements are made with the Treasurer.

4.3.1 Rate Basis

The American Samoa Government follows the 2003 CONUS and OCONUS per diem rates as stipulated in the Federal Travel Regulation.

4.3.1.1 *For travel within the Continental United States:* see Appendix A on page 13.

4.3.1.2 *For travel in Alaska, Hawaii and possessions of United States:* see Appendix B on page 39. (Please note American Samoa does not apply).

4.3.1.3 *For foreign travel:* see per diem rates available on the Internet at <http://www.gsa.gov/perdiem>.

Foreign travel costs are allowable **only with prior approval** of the awarding agency.

4.3.2 Lodging

The lodging per diem amount is advanced at a flat rate, depending on location. In the event the lodging rate is higher than the lodging per diem, the higher rate will be reimbursed. A higher lodging per diem may be authorized with prior notice. Receipts will be required when filing the expense report.

In the event the traveler shares a room with another ASG employee on official travel, receipts will be required for both expense reports detailing how much each person paid for lodging (see Section 3: Expense Reporting).

Lodging does not include privately owned homes.

4.3.3 Meals & Incidental Expenses

Meals and incidental expenses per diem is advanced at a flat rate depending on location, regardless of the amount expended. Meals and incidental expenses need not be accounted for on the expense report.

4.3.4 Land Transportation

4.3.4.1 Courtesy shuttle services furnished by hotels/motels between a place of lodging and the airport should be a first source of transportation. Courtesy shuttle services between hotels/motels and the place of official business should also be used. \$50 to \$100 maximum for land transportation can

be advanced to ASG employees if approved by the Department Director. Dated receipts will be required for expense reports (see section 3: Expense Reporting).

Department Directors can receive an allowance of \$200 to \$300 for land transportation.

For government employees traveling on federal funds, awarding agencies must authorize land transportation (FTR §301-10.3).

4.3.4.2 Land transportation does not include privately owned vehicles. Reimbursement claims for expenses incurred by ASG employees for the use of privately owned motor vehicles in the conduct of official business is against ASG policy and therefore not allowable. Under no circumstances will reimbursement be given for use of a privately owned vehicle.

4.3.4.3. In the event several travelers are going to the same location for the same purpose and a rental car is authorized, only one traveler will be advanced funds for the rental car unless the group exceeds 4 people.

4.3.5 Laundry

Reimbursement of laundry expense is authorized for travel exceeding ten (10) days. Reimbursement is limited to \$25 for each 7 day period or part thereof. Receipts are not required. No advance will be given.

4.3.6 Excess Baggage

When the total weight of government property and personal effects or other properties needed by the traveler exceeds the airline's baggage allowance, quantities in excess of the allowance shall be shipped at government expense if it is determined by the traveler's department director that the total pieces shipped are essential to the transaction of official business.

4.3.7 Trip Cancellation

Should the traveler learn that his or her reservations for transportation and/or accommodations will not be used; the traveler should promptly cancel them. Failure to do so may result in charges for unused accommodations, rental cars, etc, which will be borne by the traveler and not ASG.

If a TA has been submitted, the traveler should contact the Travel Office immediately to stop processing. If the TA has been processed and travel checks distributed (i.e. per diem, registration check), the traveler must return all checks to Treasury. Failure to do so will result in the employee paying back what is owed ASG (see Section 3.5).

If tickets/transportation requests were lost or stolen, immediately report this to the carrier concerned and to the commercial travel agency or in-house travel arranger.

4.3.8 Illness, Injury, or Personal Emergency

Reimbursement for transportation and per diem expenses may be authorized if you discontinue or interrupt official travel prior to its completion because of incapacitating illness or injury. You should contact the official who approved your travel as soon as you are incapacitated by illness or injury which necessitates discontinuance or interruption of your travel assignment. In the event that such contact cannot be made on a timely basis, payments may be approved after the travel has been performed.

Expenses for illness or injury of ASG employees on official travel that requires medical attention while the traveler is on official travel may be covered by the LBJ hospital. You must notify the person who authorized your travel as soon as possible. Your travel authorizer will contact the hospital and secure a medical referral for the medical provider.

4.3.9 Entertainment Expenses

Entertainment expenses are not allowable unless specifically shown on the TA and approved by the Governor prior to departure of travel. Allowable expenses for entertainment will be restricted to recruiting purposes only. However, the total entertainment expenses claimed must not exceed the total authorized on the TA. The excess will be borne by the traveler. Request for reimbursement must be supported by receipts, the names of persons entertained, and the total amount paid.

4.3.10 Actual Expense Allowance (AEA)

Reimbursement for actual expenses may be authorized when expenses are unusually high due to unique or special circumstances. The AEA will be limited to 150% of the applicable per diem rate. Receipts are required for lodging regardless of amount and any individual meal when the cost exceeds \$25. Written requests for AEA must be

submitted to the Treasurer for prior approval. The Treasurer's decision is final.

4.3.11 Lodging/Meals that are provided

When a traveler is provided meals and/or lodging as part of a seminar, conference, training, meeting, etc. the per diem will be reduced according to the circumstances.

If lodging is provided, the traveler will be advanced only the meal portion of the per diem for that location.

If a meal or meals are provided the traveler will be advanced only that portion of the meal per diem that is not provided. Breakfast is 20%, Lunch is 30% and Dinner is 50% of the meal per diem.

5. OFF ISLAND TRAVEL – SCHOLARSHIP STUDENTS

Individuals who have received scholarships from ASG are entitled to transportation at ASG expense under criteria established by the Scholarship Committee of the Department of Education. Travel authorization must be processed through usual TA forms and procedures.

Returning scholarship students who have satisfied all of the Scholarship Committee's requirements are entitled to transportation costs (return airfare) and shipping costs for personal effects and professional books to American Samoa. Thus, TA's for returning graduates should include the household goods allowance of \$500.00

6. CONTRACT EMPLOYMENT

6.1 Overview

A newly appointed contract employee of ASG is provided transportation expenses for himself, his spouse and children, household effects and professional materials. The recruiting department, agency, or office is responsible for the processing of a Travel Authorization form in accordance with the travel and transportation policy of ASG.

6.2 Airfare

The contract employee and his family are authorized economy jet air travel accommodations between the point of hire and American Samoa. Each person is entitled to the full baggage and seat allowance offered by the air carriers. Additional cost for his or her superior accommodations or his or her excess baggage shall be borne by the employee.

6.3 Per Diem

The contract employee and his spouse are entitled to per diem for the time it would normally take to travel a particular distance. Based on experience, the travel for new hires usually takes one to two days depending on point of hire. The contract employee and spouse each are entitled to one day per diem for Los Angeles and one day per diem for Honolulu. This is regardless of the number of children. No receipts are required and no expense reports need to be filed. This cash payment will be made upon arrival in the territory and upon departure at the end of the contract.

6.4 Household Effects

In lieu of authorized weight allowances for overland and ocean shipments, cash payments in accordance with the following schedule will be made to contract employees for those shipments for the purpose of affecting savings to the Government:

Family Size	Cash Payment	
1	2000	
2	2500	
3	3000	
4	3500	
5	4000	Maximum Allowable

Any portion of a cash payment from this schedule that is not applied to the cost of household or professional effects shipment insures to the benefit of the employee. Employees will be issued cash payments from the schedule upon arrival in the Territory.

Any exception for newly-hired employees resulting in the issuance of a letter of credit to the selected shipping agency may be made only by the Treasurer. Special arrangements will be separately negotiated for contract employees not residing in the United States.

Household effects include household furnishings, equipment and appliances, furniture, clothing, books and similar property. It does not include automobiles, motorcycles, airplanes, boats, trailers, birds, pets, livestock, cordwood, building materials, property belonging to persons other than the employee and his immediate family or any intended for use in conducting a business or other commercial enterprise.

6.5 Other Regulations

Customs regulations applicable to the shipment of all goods must be observed for all travel. The contract specialist is responsible for compliance with the appropriate regulations. The contract specialist is liable for additional charges imposed by customs or port authorities.

The firearms laws in the United States differ from Territorial legal restrictions. Weapons and ammunition of any kind are prohibited, including air guns (BB, pellet, etc.) without prior licensing and registration. The regulations regarding this may be obtained from the ASG Department of Treasury Customs Division and from the ASG Department of Public Safety.

The only domestic pets that may be brought into the territory are dogs and cats from the mainland, Guam, Hawaii and the TTPI. They must be quarantined for 120 days in Hawaii. The regulations regarding this may be obtained from the ASG Department of Agriculture.

6.6 Temporary Transportation

Due to the timing of shipment of new employee's vehicles from off-island and the sometimes scarcity of new and used cars for sale a new contract employee is entitled to ASG paid transportation for a maximum of thirty (30) consecutive days from arrival in American Samoa. The vehicle may be from the ASG Motor Pool or commercial car rental agencies. The Government is liable for the rental fees while the employee is liable for gasoline only. This benefit is at the discretion of the department director and is subject to all vehicle policies, procedures and executive orders.

6.7 Renewal of Contract

- 6.7.1** A contract employee who is renewing his contract is authorized round trip economy air transportation at full economy fare to the place of hire on the renewal contract. A contract employee may request this transportation to be paid in cash.
- 6.7.2** The contract renewal employee is not entitled to shipment of household effects per schedule in 7.4.
- 6.7.3** The contract employee and spouse each are entitled to one day per diem for Los Angeles and one day per diem for Honolulu. This is regardless of the number of children. No receipts are required and no expense reports need to be filed.

6.8 Termination of Contract

- 6.8.1** A contract employee who is terminating (not renewing) his contract is authorized one-way economy air transportation to the place of hire on the employment contract.
- 6.8.2** The contract termination employee is entitled to shipment of household effects per schedule included in 7.4.
- 6.8.3** The contract employee and spouse each are entitled to one day per diem for Los Angeles and one day per diem for Honolulu. This is regardless of the number of children. No receipts are required and no expense reports need to be filed.

6.9 Professional Materials

Two year contract employees are entitled to reimbursement for shipping professional materials (tools, books, manuals, etc). Costs will be paid upon presentation of receipts with a limit of \$1,000. Payment will be made on original contract and upon final termination. This amount is to be submitted to the Treasurer for his authorization for reimbursement. The Treasurer's decision on reimbursement is final. The request for professional materials reimbursement shall be on the original TA when the employee is hired.

7. LOCAL TRAVEL

7.1 Personal Vehicles

The use of a personal vehicle is authorized for use for local business transportation subject to department directors' approval. The reimbursement will be at the then current IRS mileage rate. Contact the Tax Office for the latest rate.

7.2 Local Travel Rates

The rate for travel between Tutuila Island, Manu'a group of islands, and Swains Island will be advanced at \$40 per day for per diem in accordance with the provision of ASCA 4.0414. Expense reports will be required to be filed and must include used and unused tickets and proof of flying on days indicated.

8. EFFECTIVE DATE

This travel and transportation policy shall be effective for all travel occurring after October 31, 2008 and shall be in full force until amended.

A handwritten signature in black ink, appearing to read "Failautusi", with a large, stylized loop at the beginning.

Gaea P. Failautusi, Treasurer

October 31, 2008

Appendix A:

Effective: 1 October 2002 (revised: 09/17/2003)

****The General Services Administration (GSA) prescribes CONUS rates.** The following changes have been made to affect the lodging rate for, Fort Worth, Arlington, Grapevine and Dallas, Texas; Los Angeles, Oakland, Sacramento, San Francisco, San Mateo, Redwood City, Santa Monica, Sunnyvale, Palo Alto and San Jose, California.

MAXIMUM PER DIEM RATES IN THE CONTINENTAL UNITED STATES

PART I: TRAVEL PER DIEM ALLOWANCES

A. The per diem rates listed in this appendix are for reimbursement of subsistence expenses incurred during official CONUS travel. These rates apply unless an actual expense reimbursement (JFTR, Chapter 4, Part C or JTR, Chapter 4, Part M) has been authorized/approved or a lower per diem rate has been authorized (JFTR, par. U4135 and JTR, par. C4550-A). The amount calculated for lodging expenses plus the M&IE rate (JFTR, Chapter 4, Part B or JTR, Chapter 4, Part L) shall not exceed the maximum per diem rate. If a specific location is not listed, the "All Places Not Listed" rate should be used. The rates apply to all locations within or entirely surrounded by the corporate limits of the key city and all locations within or entirely surrounded by the boundaries of the listed counties or other designated areas, to include military installations or government-related facilities (if not specifically named in this listing).

B. Column headings are abbreviated as follows:

ABBREVIATION	INTERPRETATION
SEASONS	THE SEASONAL DATES
BGN	THE SEASON START DATE FOR THIS PER DIEM RATE
END	THE SEASON END DATE FOR THIS PER DIEM RATE
MAX LODGING	THE MAXIMUM LODGING ALLOWANCE FOR THIS LOCATION
LOCAL MEALS RATE	THE LOCALITY MEALS RATE FOR THIS LOCATION
MAX PER DIEM RATE	TOTAL OF MAXIMUM LODGING + LOCALITY MEALS RATE + LOCAL INCIDENTALS RATE.

*All CONUS locations have a \$2.00 incidental rate which must be added to the appropriate meals rate.

Location:

	Maximum Lodging	Meals. Rate		Maximum Per Diem	Effective Date
=====					
CONUS					
ALL PLACES NOT LISTED	55	28	(FOR ALASKA & HAWAII SEE APP B)	85	01/01/2000
ALABAMA					
BIRMINGHAM	59	40	JEFFERSON	101	10/01/2002
DECATUR	69	32	MORGAN	103	10/01/2002
GULF SHORES			BALDWIN		
05/15 - 09/04	101	36		139	10/01/2002
09/05 - 05/14	64	36		102	10/01/2002
HUNTSVILLE	67	36	MADISON	105	10/01/2002
MOBILE FACILITIES	55	28	MOBILE	85	01/01/2000
MONTGOMERY	57	40	MONTGOMERY	99	10/01/2002
REDSTONE ARSENAL	67	36	MADISON	105	10/01/2002
TUSCALOOSA	63	32	TUSCALOOSA	97	10/01/2002
ARIZONA					
CASA GRANDE			PINAL		
01/01 - 04/30	80	36		118	10/01/2002
05/01 - 12/31	65	36		103	10/01/2002

Location:

	Maximum Lodging	Meals. Rate		Maximum Per Diem	Effective Date
=====					
CHINLE			APACHE		
05/01 - 10/31	98	36		136	10/01/2002
11/01 - 04/30	55	36		93	10/01/2002
FLAGSTAFF			COCONINO		
05/01 - 10/31	67	36		105	10/01/2002
11/01 - 04/30	55	36		93	10/01/2002
FT. HUACHUCA			COCHISE		
	55	28		85	01/01/2000
GILA BEND AS			MARICOPA		
01/01 - 04/15	107	44		153	10/01/2002
04/16 - 05/31	79	44		125	10/01/2002
06/01 - 08/31	59	44		105	10/01/2002
09/01 - 12/31	90	44		136	10/01/2002
GRAND CANYON			COCONINO		
05/01 - 10/21	106	44		152	10/01/2002
10/22 - 04/30	94	44		140	10/01/2002
KAYENTA			NAVAJO		
04/15 - 10/15	98	32		132	10/01/2002
10/16 - 04/14	65	32		99	10/01/2002
PHOENIX			MARICOPA AND SCOTTSDALE		
01/01 - 04/15	107	44		153	10/01/2002
04/16 - 05/31	79	44		125	10/01/2002
06/01 - 08/31	59	44		105	10/01/2002
09/01 - 12/31	90	44		136	10/01/2002
SCOTTSDALE			MARICOPA		
01/01 - 04/15	107	44		153	10/01/2002
04/16 - 05/31	79	44		125	10/01/2002
06/01 - 08/31	59	44		105	10/01/2002
09/01 - 12/31	90	44		136	10/01/2002
TUCSON			PIMA COUNTY		
01/01 - 04/15	85	40		127	10/01/2002
04/16 - 12/31	58	40		100	10/01/2002
YUMA			YUMA		
	68	36		106	10/01/2002
ARKANSAS					
FORT SMITH FACILITIES			SEBASTIAN		
	55	28		85	01/01/2000
HOT SPRINGS			GARLAND		
	60	32		94	10/01/2002
LITTLE ROCK			PULASKI		
	72	36		110	10/01/2002
CALIFORNIA					
BARSTOW			SAN BERNARDINO		
	84	40		126	10/01/2002
CLEARLAKE			LAKE		
05/05 - 09/30	85	32		119	10/01/2002
10/01 - 05/04	69	32		103	10/01/2002
DEATH VALLEY			INYO		
	60	44		106	10/01/2001
FRESNO			FRESNO		
	73	32		107	10/01/2002
GUALALA			MENDICINO		
	109	40		151	10/01/2002
KERN COUNTY			KERN COUNTY		
	68	40		110	10/01/2002
LOS ANGELES			LOS ANGELES, ORANGE, VENTURA		
	106	48		156	09/17/2003
MAMMOTH LAKES			MONO		
	70	44		116	10/01/2001
MARIN COUNTY			MARIN COUNTY		
	108	44		154	10/01/2002

Location:

	Maximum Lodging	Meals. Rate		Maximum Per Diem	Effective Date
=====					
MCAS MIRAMAR	110	48	SAN DIEGO	160	06/12/2003
MERCED	62	32	MERCED	96	10/01/2002
MODESTO	60	36	STANISLAUS	98	10/01/2002
MONTEREY			MONTEREY		
05/01 - 10/31	94	44		140	10/01/2002
11/01 - 04/30	75	44		121	10/01/2002
NAPA			NAPA		
04/01 - 11/15	125	44		171	10/01/2002
11/16 - 03/31	110	44		156	10/01/2002
OAKHURST			MADERA		
05/01 - 09/30	79	40		121	10/01/2002
10/01 - 04/30	55	40		97	10/01/2002
OAKLAND	105	40	ALAMEDA	147	09/17/2003
ONIZUKA AS			SANTA CLARA		
Actually Santa Clara County	106	48		156	09/17/2003
ONTARIO	84	40	SAN BERNARDINO	126	10/01/2002
ORANGE COUNTY	106	48	ORANGE	156	09/17/2003
PALM SPRINGS			RIVERSIDE		
01/01 - 05/31	129	44		175	10/01/2002
06/01 - 12/31	84	44		130	10/01/2002
PALO ALTO	106	48	SANTA CLARA	156	09/17/2003
PETALUMA CG TNG CTR	89	44	SONOMA	135	10/01/2002
POINT ARENA	109	40	MENDOCINO	151	10/01/2002
REDDING	78	32	SHASTA	112	10/01/2002
REDWOOD CITY	102	44	SAN MATEO	148	09/17/2003
SACRAMENTO	93	44	SACRAMENTO	139	09/17/2003
SAN DIEGO	110	48	SAN DIEGO	160	06/12/2003
SAN FRANCISCO	139	48	SAN FRANCISCO	189	09/17/2003
SAN JOSE	106	48	SANTA CLARA	156	09/17/2003
SAN LUIS OBISPO	79	40	SAN LUIS OBISPO	121	10/01/2002
SAN MATEO	102	44	SAN MATEO	148	09/17/2003
SANTA BARBARA	114	40	SANTA BARBARA	156	10/01/2002
SANTA CRUZ	108	44	SANTA CRUZ	154	10/01/2002
SANTA MONICA			CITY LIMITS OF SANTA MONICA		
(See Los Angeles)	125	40		167	09/17/2003
SANTA ROSA	89	44	SONOMA	135	10/01/2002
SEAL BEACH NWS	106	48	ORANGE	156	09/17/2003
SOLANO COUNTY	79	44	SOLANO COUNTY	125	10/01/2002

Location:

	Maximum Lodging	Meals. Rate	Maximum Per Diem	Effective Date
=====				
SOUTH LAKE TAHOE (see also Stateline, NV)				
06/01 - 08/31	97	44	143	10/01/2002
09/01 - 05/31	84	44	130	10/01/2002
SUNNYVALE	106	48	156	09/17/2003
TAHOE CITY	145	44	191	10/01/2002
TRUCKEE				
06/15 - 09/30	81	44	127	10/01/2002
10/01 - 06/14	63	44	109	10/01/2002
VENTURA COUNTY	106	48	156	09/17/2003
VICTORVILLE	84	40	126	10/01/2002
VISALIA	69	40	111	10/01/2002
WEST SACRAMENTO	69	32	103	10/01/2002
YOSEMITE NAT'L PARK				
05/01 - 09/30	114	44	160	10/01/2000
10/01 - 04/30	82	44	128	10/01/2000
COLORADO				
ADAMS COUNTY	112	44	158	10/01/2002
ARAPAHOE COUNTY	112	44	158	10/01/2002
ASPEN				
01/01 - 04/30	145	44	191	10/01/2000
05/01 - 12/31	89	44	135	09/01/2000
BOULDER	93	44	139	10/01/2002
BROOMFIELD	93	44	139	10/01/2002
CHEYENNE MOUNTAIN AS	79	40	121	09/03/2003
COLORADO SPRINGS	79	40	121	09/03/2003
CORTEZ	69	32	103	10/01/2000
CRESTED BUTTE (See Gunnison County)				
04/16 - 06/15	58	44	104	10/01/2002
06/16 - 11/14	71	44	117	10/01/2002
11/15 - 04/15	97	44	143	10/01/2002
DENVER	112	44	158	10/01/2002
DURANGO				
05/15 - 09/30	99	40	141	10/01/2002
10/01 - 05/14	70	40	112	10/01/2002
FORT COLLINS	76	36	114	10/01/2002
FT. CARSON FACILITIES	79	40	121	09/03/2003
GLENWOOD SPRINGS				
05/15 - 10/15	95	32	129	10/01/2002
10/16 - 05/14	55	32	89	10/01/2002
GRAND JUNCTION	64	32	98	10/01/2002
GUNNISON				
05/15 - 09/30	70	36	108	10/01/2002
10/01 - 05/14	55	36	93	10/01/2002
JEFFERSON COUNTY	94	36	132	10/01/2002
EL DORADO				
SANTA CLARA				
PLACER				
NEVADA				
VENTURA				
SAN BERNARDINO				
TULARE				
YOLO				
MARIPOSA				
DENVER				
PITKIN				
BOULDER				
BOULDER				
EL PASO				
EL PASO				
MONTEZUMA				
CITY LIMITS OF CRESTED BUTTE				
DENVER, ADAMS AND ARAPAHOE				
LA PLATA				
LARIMER (EXCEPT LOVELAND)				
EL PASO				
GARFIELD				
MESA				
GUNNISON (EXCEPT CRESTED BUTTE)				
JEFFERSON				

Location:

	Maximum Lodging	Meals. Rate		Maximum Per Diem	Effective Date
=====					
KEYSTONE	170	40	SUMMIT	212	10/01/2002
LONE TREE	112	44	DENVER	158	10/01/2002
LOVELAND			CITY LIMITS OF LOVELAND		
See Larimer County	69	32		103	10/01/2002
MONTROSE	69	36	MONTROSE	107	10/01/2002
PETERSON AFB	79	40	EL PASO	121	09/03/2003
PUEBLO			PUEBLO		
06/01 - 09/30	72	36		110	10/01/2002
10/01 - 05/31	58	36		96	10/01/2002
SILVERTHORNE	170	40	SUMMIT	212	10/01/2002
STEAMBOAT SPRINGS	59	40	ROUTT	101	10/01/2002
TELLURIDE			SAN MIGUEL		
10/01 - 12/19	85	44		131	10/01/2001
12/20 - 09/30	147	44		193	10/01/2001
TRINIDAD	62	32	LAS ANIMAS	96	10/01/2002
VAIL			EAGLE		
04/01 - 11/30	105	44		151	10/01/2001
12/01 - 03/31	200	44		246	10/01/2001
WESTMINSTER	112	44	DENVER	158	10/01/2002
=====					
CONNECTICUT					
BRIDGEPORT			CITY LIMITS OF BRIDGEPORT		
	109	40		151	10/01/2002
DANBURY			FAIRFIELD (EXCEPT BRIDGEPORT)		
	109	40		151	10/01/2002
DANBURY			FAIRFIELD (EXCEPT BRIDGEPORT)		
	109	40		151	10/01/2002
DANIELSON	56	32	WINDHAM	90	10/01/2002
GROTON			NEW LONDON (EXCEPT CITY LIMITS		
of New London)					
05/01 - 10/31	107	36		145	10/01/2002
11/01 - 04/30	79	36		117	10/01/2002
HARTFORD	120	40	HARTFORD	162	10/01/2001
LAKEVILLE	95	40	LITCHFIELD	137	10/01/2002
MANSFIELD	70	32	TOLLAND	104	10/01/2002
MIDDLESEX COUNTY	78	32	MIDDLESEX COUNTY	112	10/01/2002
NEW HAVEN	87	36	NEW HAVEN	125	10/01/2001
NEW LONDON			CITY LIMITS OF NEW LONDON		
See New London County					
05/01 - 10/31	107	36		145	10/01/2002
11/01 - 04/30	79	36		117	10/01/2002
NEW LONDON			CITY LIMITS OF NEW LONDON		
See New London County					
05/01 - 10/31	107	36		145	10/01/2002
11/01 - 04/30	79	36		117	10/01/2002
PUTNAM	56	32	WINDHAM	90	10/01/2002
SALISBURY	95	40	LITCHFIELD	137	10/01/2002
SALISBURY	95	40	LITCHFIELD	137	10/01/2002

Location:

	Maximum Lodging	Meals. Rate		Maximum Per Diem	Effective Date
=====					
STORRS	70	32	TOLLAND	104	10/01/2002
DELAWARE					
DOVER			KENT		
05/25 - 09/04	75	36		113	10/01/2002
09/05 - 05/24	64	36		102	10/01/2002
LEWES	120	40	SUSSEX	162	10/01/2001
NEW CASTLE COUNTY APT AGS			NEW CASTLE		
04/01 - 09/30	109	36		147	10/01/2002
10/01 - 03/31	99	36		137	10/01/2002
WILMINGTON			NEW CASTLE		
04/01 - 09/30	109	36		147	10/01/2002
10/01 - 03/31	99	36		137	10/01/2002
DISTRICT OF COLUMBIA					
WASHINGTON			DIST OF COLUMBIA		
	150		48	200	10/01/2002
WASHINGTON NAVAL DISTRICT			DIST OF COLUMBIA		
	150	48		200	10/01/2002
FLORIDA					
ALTAMONTE SPRINGS			SEMINOLE		
	71	40		113	10/01/2002
AVON PARK AS			HIGHLANDS		
	64	32		98	10/01/2002
BOCA RATON			PALM BEACH		
	98	44		144	09/01/2002
BRADENTON			MANATEE		
01/01 - 04/30	65	32		99	10/01/2002
05/01 - 12/31	55	32		89	10/01/2002
COCOA BEACH	105	36	BREVARD		
				143	10/01/2002
DAYTONA BEACH			VOLUSIA		
02/01 - 08/31	90	40		132	10/01/2002
09/01 - 01/31	69	40		111	10/01/2002
DELRAY BEACH			PALM BEACH		
	98	44		144	09/01/2002
FORT LAUDERDALE			BROWARD		
05/01 - 12/14	69	44		115	10/01/2002
12/15 - 04/30	100	44		146	10/01/2002
FORT MYERS			LEE		
01/15 - 04/15	70	44		116	10/01/2002
04/16 - 01/14	55	44		101	10/01/2002
FORT PIERCE			SAINT LUCIE		
05/01 - 12/14	55	40		97	10/01/2002
12/15 - 04/30	70	40		112	10/01/2002
FORT WALTON BEACH			OKALOOSA		
05/01 - 10/31	110	40		152	10/01/2002
11/01 - 04/30	80	40		122	10/01/2002
GAINESVILLE			ALACHUA		
	61	36		99	10/01/2002
GULF BREEZE			SANTA ROSA		
05/01 - 09/30	115	40		157	10/01/2002
10/01 - 04/30	59	40		101	10/01/2002
HOMESTEAD ARS			DADE		
	98	44		144	10/01/2002
HURLBURT FIELD			OKALOOSA		
05/01 - 10/31	110	40		152	10/01/2002
11/01 - 04/30	80	40		122	10/01/2002
JACKSONVILLE			DUVAL AND ST JOHNS		
	81	36		119	10/01/2002
JUPITER			PALM BEACH		
See Palm Beach County					
	98	44		144	09/01/2002

Location:

	Maximum Lodging	Meals. Rate		Maximum Per Diem	Effective Date
=====					
KEY WEST			MONROE		
01/01 - 04/30	180	44		226	10/01/2001
05/01 - 12/31	109	44		155	10/01/2001
KISSIMMEE			OSCEOLA		
02/01 - 04/30	77	36		115	10/01/2002
05/01 - 01/31	64	36		102	10/01/2002
LAKELAND			POLK		
	71	36		109	10/01/2002
LEESBURG			LAKE		
04/16 - 10/31	55	32		89	10/01/2002
11/01 - 04/15	68	32		102	10/01/2002
MIAMI			DADE		
	98	44		144	10/01/2002
MIAMI BEACH CG ISC			DADE		
	98	44		144	10/01/2002
NAPLES			COLLIER		
04/16 - 12/15	69	40		111	10/01/2002
12/16 - 04/15	109	40		151	10/01/2002
Ocala			MARION		
	59	32		93	10/01/2002
ORLANDO			ORANGE		
	95	44		141	10/01/2002
PALM BEACH			PALM BEACH		
	98	44		144	09/01/2002
PALM BEACH GARDENS			PALM BEACH		
See Palm Beach County					
	98	44		144	09/01/2002
PALM BEACH SHORES			PALM BEACH		
	98	44		144	09/01/2002
PANAMA CITY			BAY		
	74	40		116	10/01/2002
PENSACOLA			ESCAMBIA		
	85	32		119	10/01/2002
PUNTA GORDA			CHARLOTTE		
04/16 - 12/14	55	36		93	10/01/2000
12/15 - 04/15	75	36		113	10/01/2000
SARASOTA			SARASOTA		
01/01 - 04/30	80	40		122	10/01/2002
05/01 - 12/31	70	40		112	10/01/2002
SEBRING			HIGHLANDS		
	64	32		98	10/01/2002
SINGER ISLAND			PALM BEACH		
See Palm Beach County					
	98	44		144	09/01/2002
ST. AUGUSTINE			ST. JOHNS		
	65	40		107	10/01/2002
ST. PETERSBURG			PINELLAS AND HILLSBOROUGH		
	93	40		135	10/01/2002
STUART			MARTIN		
	57	40		99	10/01/2002
TALLAHASSEE			LEON		
	65	36		103	10/01/2002
TAMPA			PINELLAS AND HILLSBOROUGH		
	93	40		135	10/01/2002
VERO BEACH			INDIAN RIVER		
04/16 - 12/14	59	32		93	10/01/2002
12/15 - 04/15	99	32		133	10/01/2002
WEST PALM BEACH			PALM BEACH		
See Palm Beach County					
	98	44		144	09/01/2002
GEORGIA					
ALBANY			DOUGHERTY		
	57	36		95	10/01/2002
ATHENS			CLARKE		
	69	36		107	10/01/2002

Location:

	Maximum Lodging	Meals. Rate		Maximum Per Diem	Effective Date
=====					
ATLANTA	112	40	FULTON	154	10/01/2002
CLAYTON COUNTY	89	32	CLAYTON COUNTY	123	10/01/2002
COBB COUNTY	112	40	COBB	154	10/01/2002
COLUMBUS	63	36	MUSCOGEE	101	10/01/2002
CONYERS	69	36	ROCKDALE	107	10/01/2002
DE KALB COUNTY	112	40	DE KALB COUNTY	154	10/01/2002
DOBBINS ARB	112	40	COBB	154	10/01/2002
DUBLIN	57	32	LAURENS	91	10/01/2002
FOREST PARK RCAS	89	32	CLAYTON	123	10/01/2002
FT. BENNING	63	36	MUSCOGEE	101	10/01/2002
FT. GILLEM	89	32	CLAYTON COUNTY	123	10/01/2002
FT. GORDON	55	28	RICHMOND	85	01/01/2000
FT. MCPHERSON	112	40	FULTON	154	10/01/2002
FT. STEWART	55	28	LIBERTY	85	01/01/2000
FULTON COUNTY	112	40	FULTON	154	10/01/2002
GWINNETT COUNTY	69	40	GWINNETT	111	10/01/2002
SAVANNAH	89	40	CHATHAM	131	10/01/2002
IDAHO					
BOISE	61	40	ADA	103	10/01/2002
COEUR D' ALENE	56	36	KOOTENAI	94	10/01/2002
KETCHUM			BLAINE (EXCEPT SUN VALLEY)		
05/01 - 11/30	84	40		126	10/01/2001
12/01 - 04/30	74	40		116	10/01/2001
MCCALL	62	40	VALLEY	104	10/01/2002
SUN VALLEY			CITY LIMITS OF SUN VALLEY		
See Blaine County	149	40		191	10/01/2000
ILLINOIS					
AURORA	66	32	KANE (EXCEPT ELGIN)	100	10/01/2002
CAPITAL APT AGS	55	28	SANGAMON	85	01/01/2000
CHARLES MELVIN PRICE SPT CTR	55	28	MADISON	85	01/01/2000
CHICAGO	155	48	COOK AND LAKE	205	10/01/2002
CHICAGO-O'HARE IAP ARS	155	48	COOK	205	10/01/2002
DU PAGE COUNTY	89	40	DU PAGE COUNTY	131	10/01/2002
ELGIN			CITY LIMITS OF ELGIN		
See Kane County	60	32		94	10/01/2002
GREAT LAKES CTR	155	48	LAKE	205	10/01/2002

Location:

	Maximum Lodging	Meals. Rate		Maximum Per Diem	Effective Date
=====					
LAKE COUNTY	155	48	LAKE	205	10/01/2002
PEORIA FACILITIES	55	28	PEORIA	85	01/01/2000
ROCKFORD	60	32	WINNEBAGO	94	10/01/2002
INDIANA					
BURLINGTON BEACH	89	36	PORTER	127	10/01/2002
CAMP ATTERBURY	55	28	JOHNSON	85	01/01/2000
CARMEL	65	40	HAMILTON	107	10/01/2002
FORT WAYNE	58	32	ALLEN	92	10/01/2002
FT. BENJAMIN HARRISON	83	44	MARION	129	11/08/2002
GRISSOM ARB	55	28		85	01/01/2000
HULMAN REGIONAL APT AGS	55	28	VIGO	85	01/01/2000
INDIANAPOLIS	83	44	MARION COUNTY	129	11/08/2002
LAFAYETTE	59	32	TIPPECANOE	93	10/01/2002
MICHIGAN CITY	65	36	LA PORTE	103	10/01/2002
NASHVILLE			BROWN		
04/01 - 11/15	75	40		117	10/01/2002
11/16 - 03/31	59	40		101	10/01/2002
SOUTH BEND	61	36	ST. JOSEPH	99	10/01/2002
VALPARAISO	89	36	PORTER	127	10/01/2002
IOWA					
CAMP DODGE	67	32	POLK	101	01/01/2000
CEDAR RAPIDS	60	28	LINN	90	10/01/2002
DES MOINES	67	32	POLK	101	01/01/2000
FORT DODGE AGS	55	28	RECEIVE STANDARD RATE	85	01/01/2000
KANSAS					
FORBES FIELD AGS	55	28	SHAWNEE	85	01/01/2000
FT. LEAVENWORTH	55	28	LEAVENWORTH	85	01/01/2000
FT. RILEY	55	28	RILEY	85	01/01/2000
JOHNSON COUNTY	84	40	JOHNSON COUNTY	126	11/08/2002
KANSAS CITY	84	40	WYANDOTTE AND JOHNSON	126	11/08/2002
OVERLAND PARK	84	40	WYANDOTTE AND JOHNSON	126	11/08/2002
WICHITA	59	40	SEDGWICK	101	10/01/2002
WYANDOTTE COUNTY	84	40	WYANDOTTE	126	11/08/2002

Location:

	Maximum Lodging	Meals. Rate		Maximum Per Diem	Effective Date
=====					
KENTUCKY					
COVINGTON	80	40	BOONE AND KENTON	122	10/01/2002
FLORENCE	80	40	BOONE AND KENTON	122	05/27/2003
FLORENCE	80	40	BOONE AND KENTON	122	10/01/2002
FT. CAMPBELL	55	28	CHRISTIAN	85	01/01/2000
FT. KNOX	55	28	BULLITT/HARDIN/MEADE	85	01/01/2000
HEBRON	80	40	BOONE AND KENTON	122	05/27/2003
HEBRON	80	40	BOONE AND KENTON	122	10/01/2002
LEXINGTON	65	32	FAYETTE	99	10/01/2002
LOUISVILLE	69	40	JEFFERSON	111	10/01/2002
NEWPORT	74	32	CAMPBELL	108	10/01/2002
LOUISIANA					
BATON ROUGE	78	40	EAST BATON ROUGE PARISH	120	10/01/2002
BOSSIER CITY	60	40	CADDO	102	10/01/2002
FT. POLK	55	28	VERNON PARISH	85	01/01/2000
GONZALES	59	36	ASCENSION PARISH	97	10/01/2002
LAKE CHARLES	70	36	CALCASIEU PARISH	108	10/01/2002
NEW ORLEANS			ORLEANS AND JEFFERSON PARISHES		
AND JEFFERSON PARISHES					
01/01 - 05/31	139	44		185	10/01/2002
06/01 - 12/31	89	44		135	10/01/2002
PLAQUEMINES PARISH			ORLEANS AND JEFFERSON		
PARISH AND ST. BERNARD					
01/01 - 05/31	139	44		185	10/01/2002
06/01 - 12/31	89	44		135	10/01/2002
SHREVEPORT	60	40	CADDO	102	10/01/2002
SLIDELL	65	32	ST. TAMMANY	99	10/01/2002
ST. BERNARD PARISH			ORLEANS AND JEFFERSON		
PARISH AND ST. BERNARD					
01/01 - 05/31	139	44		185	10/01/2002
06/01 - 12/31	89	44		135	10/01/2002
ST. FRANCISVILLE	75	40	WEST FELICIANA	117	10/01/2002
MAINE					
BAR HARBOR			HANCOCK		
06/15 - 10/15	110	40		152	10/01/2002
10/16 - 06/14	89	40		131	10/01/2002
BATH			SAGADAHOC		
05/01 - 10/31	61	36		99	10/01/2002
11/01 - 04/30	55	36		93	10/01/2002
KENNEBUNK			YORK		
06/15 - 10/31	129	40		171	10/01/2002
11/01 - 06/14	69	40		111	10/01/2002
KITTERY			YORK		
see York County					
06/15 - 10/31	129	40		171	10/01/2002
11/01 - 06/14	69	40		111	10/01/2002

Location:

	Maximum Lodging	Meals. Rate		Maximum Per Diem	Effective Date
=====					
PORTLAND			CUMBERLAND		
07/01 - 10/31	119	40		161	10/01/2002
11/01 - 06/30	79	40		121	10/01/2002
ROCKPORT			KNOX		
07/01 - 08/26	87	44		133	10/01/2002
08/27 - 06/30	55	44		101	10/01/2002
SANFORD			YORK		
06/15 - 10/31	129	40		171	10/01/2002
11/01 - 06/14	69	40		111	10/01/2002
WISCASSET			LINCOLN		
07/01 - 10/31	99	40		141	10/01/2002
11/01 - 06/30	72	40		114	10/01/2002
MARYLAND					
ABERDEEN PROVING GROUND			HARFORD		
104	40			146	10/01/2002
ANNAPOLIS			ANNE ARUNDEL		
90	44			136	10/01/2002
BALTIMORE			BALTIMORE		
137	44			183	10/01/2002
BETHESDA NSWC, CARDEROCK			WASHINGTON DC		
150	48			200	10/01/2002
CAMBRIDGE			DORCHESTER		
70	32			104	10/01/2002
COLUMBIA			HOWARD		
110	44			156	10/01/2002
FREDERICK			FREDERICK		
65	32			99	10/01/2002
FT. GEORGE G. MEADE			ANNE ARUNDEL		
90	44			136	10/01/2002
FT. RITCHIE			WASHINGTON		
55	28			85	01/01/2000
GRASONVILLE			QUEEN ANNE'S		
75	40			117	10/01/2002
HARFORD COUNTY			HARFORD		
104	40			146	10/01/2002
LEONARDTOWN			ST. MARY'S AND CALVERT		
75	36			113	10/01/2002
LEXINGTON PARK			ST. MARY'S AND CALVERT		
75	36			113	10/01/2002
LUSBY			ST. MARY'S AND CALVERT		
75	36			113	10/01/2002
MONTGOMERY COUNTY			WASHINGTON DC		
150	48			200	10/01/2002
OCEAN CITY			WORCESTER		
06/15 - 10/31	144	44		190	10/01/2001
11/01 - 06/14	59	44		105	10/01/2001
PRINCE GEORGE'S COUNTY			WASHINGTON DC		
150	48			200	10/01/2002
ST. MICHAELS			TALBOT		
100	44			146	10/01/2002
MASSACHUSETTS					
ANDOVER			ESSEX		
109	40			151	10/01/2002
BARNES MAP AGS			HAMPDEN		
99	36			137	10/01/2002
BOSTON			SUFFOLK		
05/01 - 11/30	192	48		242	12/15/2002
12/01 - 04/30	159	48		209	12/15/2002
CAMBRIDGE			MIDDLESEX (EXCEPT LOWELL)		
05/01 - 11/30	192	48		242	12/15/2002
12/01 - 04/30	159	48		209	12/15/2002
CAMP EDWARDS			BARNSTABLE		
94	40			136	10/01/2002

Location:

	Maximum Lodging	Meals. Rate		Maximum Per Diem	Effective Date
=====					
CAPE COD CG AS	94	40	BARNSTABLE	136	10/01/2002
FALMOUTH			CITY LIMITS OF FALMOUTH		
06/01 - 09/30	105	36		143	10/01/2000
10/01 - 05/31	70	36		108	10/01/2000
FT. DEVENS			MIDDLESEX		
05/01 - 11/30	192	48		242	12/15/2002
12/01 - 04/30	159	48		209	12/15/2002
HYANNIS	94	40	BARNSTABLE	136	10/01/2002
LOWELL			CITY LIMITS OF LOWELL		
except Cambridge	99	36		137	10/01/2002
MARTHA'S VINEYARD			DUKES		
06/01 - 10/15	150	44		196	10/01/2001
10/16 - 05/31	85	44		131	10/01/2001
NANTUCKET			NANTUCKET		
06/15 - 10/15	150	44		196	10/01/2001
10/16 - 06/14	75	44		121	10/01/2001
NEW BEDFORD			CITY LIMITS OF NEW BEDFORD		
See Bristol County					
05/15 - 10/15	75	36		113	10/01/2002
10/16 - 05/14	65	36		103	10/01/2002
NORTHAMPTON	72	36	HAMPSHIRE	110	10/01/2002
PITTSFIELD	65	40	BERKSHIRE	107	10/01/2002
PLYMOUTH			PLYMOUTH		
06/15 - 10/15	119	36		157	10/01/2002
10/16 - 06/14	99	36		137	10/01/2002
QUINCY	74	40	NORFOLK	116	10/01/2002
SPRINGFIELD	99	36	HAMPDEN	137	10/01/2002
TAUNTON	74	32	BRISTOL (EXCEPT NEW BEDFORD)	108	10/01/2002
WESTOVER ARB	99	36	HAMPDEN	137	10/01/2002
WORCESTER	79	36	WORCESTER	117	10/01/2002
MICHIGAN					
ALPENA CRTC	55	28	RECEIVE STANDARD RATE	85	01/01/2000
ANN ARBOR	75	40	WASHTENAW	117	10/01/2002
AUBURN HILLS			OAKLAND AND BAY		
see Bay County	94	40		136	10/01/2002
BERRIEN COUNTY	59	32	BERRIEN	93	10/01/2002
CAMP GRAYLING	55	28	CRAWFORD	85	01/01/2000
CHARLEVOIX			CHARLEVOIX		
06/01 - 08/31	105	40		147	10/01/2002
09/01 - 05/31	59	40		101	10/01/2002
DETROIT	108	48	WAYNE	158	12/15/2002
EAST LANSING	65	40	INGHAM	107	10/01/2002
FRANKENMUTH	69	32	SAGINAW	103	10/01/2001
FRANKFORT	62	32	BENZIE	96	10/01/2000
GAYLORD	65	36	OTSEGO	103	10/01/2001

Location:

	Maximum Lodging	Meals. Rate		Maximum Per Diem	Effective Date
=====					
GRAND RAPIDS	62	36	KENT	100	10/01/2002
HOLLAND	60	36	OTTAWA	98	10/01/2002
LANSING	65	40	INGHAM	107	10/01/2002
LELAND	75	36	LEELANAU	113	10/01/2002
MACKINAC ISLAND	165	44	MACKINAC	211	10/01/2000
MIDLAND	72	36	MIDLAND	110	10/01/2002
MOUNT PLEASANT	65	36	ISABELLA	103	10/01/2002
MUSKEGON			MUSKEGON		
05/01 - 08/31	79	32		113	10/01/2002
09/01 - 04/30	59	32		93	10/01/2002
ONTONAGON	65	32	ONTONAGON	99	10/01/2002
PETOSKEY			EMMET		
06/01 - 10/31	65	40		107	10/01/2002
11/01 - 05/31	55	40		97	10/01/2002
PONTIAC			OAKLAND AND BAY		
See Bay County	94	40		136	10/01/2002
SAULT STE. MARIE			CHIPPEWA		
05/15 - 10/15	63	36		101	10/01/2002
10/16 - 05/14	55	36		93	10/01/2002
SOUTH HAVEN	76	36	VAN BUREN	114	10/01/2002
TRAVERSE CITY	125	44	GRAND TRAVERSE	171	10/01/2002
TROY			OAKLAND AND BAY		
See Bay County	94	40		136	10/01/2002
WARREN	79	36	MACOMB	117	10/01/2002
MINNESOTA					
ANOKA COUNTY	65	36	ANOKA COUNTY	103	10/01/2002
DAKOTA COUNTY	80	36	DAKOTA COUNTY	118	10/01/2002
DULUTH			ST. LOUIS		
06/01 - 10/31	85	40		127	10/01/2001
11/01 - 05/31	56	40		98	07/21/2000
FT. SNELLING	110	48	HENNEPIN, RAMSEY	160	11/08/2002
MINNEAPOLIS	110	48	HENNEPIN, RAMSEY	160	11/08/2002
RAMSEY COUNTY	110	48	RAMSEY COUNTY	160	11/08/2002
ROCHESTER			OLMSTED		
ST. PAUL	110	48	HENNEPIN, RAMSEY	160	11/08/2002
MISSISSIPPI					
BAY ST. LOUIS			HANCOCK		
04/01 - 10/31	69	36		107	10/01/2000
11/01 - 03/31	55	36		93	10/01/2000
BILOXI			CITY LIMITS OF BILOXI		
See Harrison County	61	40		103	10/01/2002
BILOXI	61	40	HARRISON	103	10/01/2002

Location:

	Maximum Lodging	Meals. Rate		Maximum Per Diem	Effective Date
=====					
CAMP SHELBY	55	28	FORREST	85	01/01/2000
GULFPORT	61	40	HARRISON	103	10/01/2002
PASCAGOULA FACILITIES	55	28	JACKSON	85	01/01/2000
ROBINSONVILLE	59	32	TUNICA	93	10/01/2000
MISSOURI					
BRANSON			TANEY		
01/01 - 03/31	55	36		93	10/01/2002
04/01 - 12/31	62	36		100	10/01/2002
CLAY COUNTY			JACKSON AND CLAY COUNTY		
	84	44		130	11/08/2002
FT. LEONARD WOOD	74	32	PULASKI	108	10/01/2002
HANNIBAL	57	32	MARION	91	10/01/2002
JACKSON COUNTY	84	44	JACKSON	130	11/08/2002
JEFFERSON CITY	60	32	COLE	94	10/01/2002
KANSAS CITY	84	44	JACKSON, CLAY, AND CASS	130	11/08/2002
OSAGE BEACH	89	32	CAMDEN	123	10/01/2002
PLATTE COUNTY	84	36	PLATTE	122	11/08/2002
SPRINGFIELD	63	32	GREENE	97	10/01/2002
ST. LOUIS	102	48	ST. LOUIS AND ST CHARLES	152	12/15/2002
ST. ROBERT	74	32	PULASKI	108	10/01/2002
MONTANA					
BIG SKY	125	44	GALLATIN (EXCPT W. YELLOWSTONE PK	171	10/01/2001
KALISPELL			LAKE AND FLATHEAD		
06/01 - 09/15	64	32		98	10/01/2002
09/16 - 05/31	55	32		89	10/01/2002
POLSON			LAKE AND FLATHEAD		
06/01 - 09/15	64	32		98	10/01/2002
09/16 - 05/31	55	32		89	10/01/2002
WEST YELLOWSTONE			CITY LIMITS OF WEST YELLOWSTONE		
See Gallatin County					
06/01 - 09/30	92	36		130	10/01/2002
10/01 - 05/31	55	36		93	10/01/2002
NEBRASKA					
OMAHA	63	40	DOUGLAS	105	10/01/2002
NEVADA					
CRYSTAL BAY			CITY LIMITS OF CRYSTAL BAY		
05/15 - 09/15	99	40		141	10/01/2002
09/16 - 05/14	79	40		121	10/01/2002
INCLINE VILLAGE			CITY LIMITS OF INCLINE VILLAGE		
05/15 - 09/15	99	40		141	10/01/2002
09/16 - 05/14	79	40		121	10/01/2002
LAS VEGAS	79	40	CLARK	121	10/01/2002
RENO			WASHOE		
except Incline Village and Crystal Bay	55	28		85	10/01/2000

Location:

	Maximum Lodging	Meals. Rate		Maximum Per Diem	Effective Date
=====					
STATELINE	129	44	DOUGLAS	175	10/01/2002
NEW HAMPSHIRE					
CONCORD			MERRIMACK		
05/01 - 10/31	68	36		106	10/01/2002
11/01 - 04/30	58	36		96	10/01/2002
CONWAY	89	40	CARROLL	131	10/01/2002
DURHAM			STRAFFORD		
	89	32		123	10/01/2002
HANOVER	95	36	GRAFTON AND SULLIVAN COUNTY	133	10/01/2002
LACONIA	73	36	BELKNAP	111	10/01/2002
MANCHESTER	89	36	HILLSBOROUGH	127	10/01/2002
NEW BOSTON AS	89	36	HILLSBOROUGH	127	10/01/2002
NEWINGTON			ROCKINGHAM (EXCEPT PORTSMOUTH)		
07/01 - 10/31	81	36		119	10/01/2002
11/01 - 06/30	65	36		103	10/01/2002
PEASE INT TRADE PORT AGS (except Portsmouth)			ROCKINGHAM, PEASE AFB		
07/01 - 10/31	81	36		119	10/01/2002
11/01 - 06/30	65	36		103	10/01/2002
PORTSMOUTH			CITY LIMITS OF PORTSMOUTH		
See Rockingham County					
01/01 - 10/15	85	40		127	10/01/2000
10/16 - 12/31	69	40		111	10/01/2000
SULLIVAN COUNTY	95	36	GRAFTON AND SULLIVAN COUNTY	133	10/01/2002
NEW JERSEY					
ATLANTIC CITY			ATLANTIC		
06/01 - 11/30	149	44		195	10/01/2002
12/01 - 05/31	109	44		155	10/01/2002
BELLE MEAD	144	40	SOMERSET	186	10/01/2002
BERGEN COUNTY	125	44	BERGEN	171	10/01/2002
BURLINGTON COUNTY	74	44	BURLINGTON	120	10/01/2002
CAMDEN	74	44	CAMDEN AND BURLINGTON	120	10/01/2002
CAPE MAY			CAPE MAY (EXCEPT OCEAN CITY)		
06/01 - 11/30	155	44		201	10/01/2002
12/01 - 05/31	95	44		141	10/01/2002
CHERRY HILL	74	44	CAMDEN AND BURLINGTON	120	10/01/2002
DOVER	114	40	MORRIS	156	10/01/2002
EATONTOWN	84	40	MONMOUTH (EXCEPT FREEHOLD)	126	10/01/2002
EDISON	169	32	MIDDLESEX (EXCEPT PISCATAWAY)	203	10/01/2002
ESSEX COUNTY	125	44	ESSEX	171	10/01/2002
FLEMINGTON	80	36	HUNTERDON	118	10/01/2002
FREEHOLD	85	36	CITY LIMITS OF FREEHOLD	123	10/01/2002
FT. DIX	74	44	BURLINGTON	120	10/01/2002
FT. MONMOUTH	84	40	MONMOUTH (EXCEPT FREEHOLD)	126	10/01/2002

Location:

	Maximum Lodging	Meals. Rate		Maximum Per Diem	Effective Date
=====					
HUDSON COUNTY			HUDSON		
	125	44		171	10/01/2002
MILLVILLE			CUMBERLAND		
	58	32		92	10/01/2002
MOORESTOWN			CAMDEN AND BURLINGTON		
	74	44		120	10/01/2002
NEWARK			ESSEX, BERGEN, HUDSON & PASSAIC		
	125	44		171	10/01/2002
OCEAN CITY			CITY LIMITS OF OCEAN CITY		
See Cape May County					
06/15 - 09/15	215	40		257	10/01/2002
09/16 - 06/14	80	40		122	10/01/2002
PARSIPPANY			MORRIS		
	114	40		156	10/01/2002
PASSAIC COUNTY			PASSAIC		
	125	44		171	10/01/2002
PICATINNEY ARSENAL			MORRIS		
	114	40		156	10/01/2002
PISCATAWAY			CITY LIMITS PISCATAWAY		
	144	40		186	10/01/2002
PRINCETON			MERCER		
	139	44		185	10/01/2002
SOMERSET COUNTY			SOMERSET		
	144	40		186	10/01/2002
TOMS RIVER			OCEAN		
05/15 - 09/15	89	40		131	10/01/2002
09/16 - 05/14	79	40		121	10/01/2002
TRENTON			MERCER		
	139	44		185	10/01/2002
UNION COUNTY			UNION		
	107	40		149	10/01/2002
NEW MEXICO					
ALBUQUERQUE			BERNALILLO		
	72	40		114	12/15/2002
CLOUDCROFT			OTERO		
06/01 - 10/31	74	32		108	10/01/2002
11/01 - 05/31	65	32		99	10/01/2002
LAS CRUCES			DONA ANA		
	60	32		94	10/01/2002
LOS ALAMOS			LOS ALAMOS		
	71	36		109	10/01/2002
SANTA FE			SANTA FE		
	99	44		145	10/01/2002
TAOS			TAOS		
	75	36		113	10/01/2002
NEW YORK					
ALBANY			ALBANY		
	96	44		142	10/01/2002
BROOKLYN			BOROUGH OF BROOKLYN		
	198	44		244	09/03/2003
BROOKLYN NS NEW YORK			BROOKLYN		
	198	44		244	09/03/2003
BUFFALO			ERIE		
	78	40		120	01/01/1999
CAMP SMITH			WESTCHESTER		
	114	44		160	10/01/2002
FT. DRUM			JEFFERSON		
	55	28		85	01/01/2000
GLENS FALLS			WARREN		
06/01 - 09/30	74	36		112	10/01/2002
10/01 - 05/31	55	36		93	10/01/2002
GREAT NECK			NASSAU		
	190	44		236	10/01/2002

Location:

	Maximum Lodging	Meals. Rate		Maximum Per Diem	Effective Date
=====					
ITHACA			TOMPKINS		
	69	36		107	10/01/2002
KINGSTON			ULSTER		
	79	40		121	10/01/2002
LAKE PLACID			ESSEX		
06/15 - 10/15	86	40		128	10/01/2002
10/16 - 06/14	59	40		101	10/01/2002
MANHATTAN			BOROUGH OF MANHATTAN		
	208	48		258	10/01/2002
NASSAU COUNTY			NASSAU		
	190	44		236	10/01/2002
NIAGARA FALLS			NIAGARA		
05/01 - 10/31	89	36		127	10/01/2002
11/01 - 04/30	55	36		93	10/01/2002
NYACK			ROCKLAND		
04/01 - 09/30	67	40		109	10/01/2002
10/01 - 03/31	57	40		99	10/01/2002
OWEGO			TIOGA		
	73	32		107	10/01/2002
PALISADES			ROCKLAND		
04/01 - 09/30	67	40		109	10/01/2002
10/01 - 03/31	57	40		99	10/01/2002
POUGHKEEPSIE			DUTCHESS		
	74	40		116	10/01/2002
QUEENS			BOROUGH OF QUEENS		
	168	44		214	01/01/2002
ROCHESTER			MONROE		
	83	44		129	10/01/2002
ROMULUS			SENECA		
06/15 - 09/15	89	32		123	10/01/2000
09/16 - 06/14	69	32		103	10/01/2000
SARATOGA SPRINGS			SARATOGA		
07/01 - 10/31	95	40		137	10/01/2002
11/01 - 06/30	75	40		117	10/01/2002
SCHENECTADY COUNTY APT AGS			SCHENECTADY		
	55	28		85	01/01/2000
STATEN ISLAND			RICHMOND		
	120	44		166	10/01/2002
STATEN ISLAND NS NEW YORK Actually Staten Island			RECEIVE RICHMOND RATE		
	120	44		166	10/01/2002
SUFFOLK COUNTY			SUFFOLK		
	149	40		191	10/01/2002
SYRACUSE			ONONDAGA		
	70	36		108	10/01/2002
TARRYTOWN			WESTCHESTER (EXCPT WHITE PLAINS)		
	114	44		160	10/01/2002
THE BRONX			BOROUGH OF THE BRONX		
	168	44		214	01/01/2002
WATERLOO			SENECA		
06/15 - 09/15	89	32		123	10/01/2000
09/16 - 06/14	69	32		103	10/01/2000
WATKINS GLEN			SCHUYLER		
	59	36		97	10/01/2002
WEST POINT			ORANGE		
	121	36		159	10/01/2002
WHITE PLAINS			CITY LIMITS OF WHITE PLAINS		
	165	44		211	10/01/2002
NORTH CAROLINA					
ATLANTIC BEACH			CARTERET		
06/01 - 08/31	64	32		98	10/01/2002
09/01 - 05/31	55	32		89	10/01/2002
CHAPEL HILL			ORANGE		
	82	40		124	05/27/2003

Location:

	Maximum Lodging	Meals. Rate		Maximum Per Diem	Effective Date
=====					
CHARLOTTE	81	40	MECKLENBURG	123	12/15/2002
CHEROKEE			SWAIN		
04/01 - 10/31	62	32		96	10/01/2002
11/01 - 03/31	55	32		89	10/01/2002
CHERRY POINT MCAS			CRAVEN		
	62	36		100	10/01/2002
DURHAM			DURHAM		
	82	44		128	05/27/2003
FAYETTEVILLE			CUMBERLAND		
	63	36		101	10/01/2002
FT. BRAGG			CUMBERLAND		
	63	36		101	10/01/2002
GREENSBORO			GUILFORD		
	87	40		129	10/01/2002
GREENVILLE			PITT		
	64	32		98	10/01/2002
HAVELOCK			CRAVEN		
	62	36		100	10/01/2002
KILL DEVIL			DARE		
03/01 - 04/30	55	40		97	10/01/2002
05/01 - 09/30	114	40		156	10/01/2002
10/01 - 02/28	75	40		117	10/01/2002
NEW BERN			CRAVEN		
	62	36		100	10/01/2002
NEW RIVER MCAS			ONslow		
	55	28		85	01/01/2000
RALEIGH			WAKE		
	82	40		124	05/27/2003
WILMINGTON			NEW HANOVER		
04/01 - 09/15	65	36		103	10/01/2002
09/16 - 03/31	58	36		96	10/01/2002
WINSTON-SALEM			FORSYTH		
	64	40		106	10/01/2002
NORTH DAKOTA					
ALL CITIES AND COUNTIES			STANDARD CONUS RATE USED		
The standard CONUS rate applies to all per diem localities					
	55	28		85	01/01/2000
OHIO					
AKRON			SUMMIT		
	72	40		114	10/01/2002
BELLEVUE			HURON		
	72	32		106	10/01/2002
CAMBRIDGE			GUERNSEY		
	60	32		94	10/01/2001
CAMP PERRY			OTTAWA		
06/01 - 09/05	95	36		133	10/01/2002
09/06 - 05/31	69	36		107	10/01/2002
CINCINNATI			HAMILTON AND WARREN		
	80	48		130	05/27/2003
CLEVELAND			CUYAHOGA		
	86	44		132	10/01/2002
COLUMBUS			FRANKLIN		
	75	40		117	10/01/2002
DARKE COUNTY			DARKE		
	65	32		99	10/01/2002
DAYTON			MONTGOMERY		
	65	32		99	10/01/2002
FAIRBORN			CITY LIMITS OF FAIRBORN		
	66	36		104	10/01/2002
GENEVA			ASHTABULA		
	59	36		97	10/01/2002
GREENE COUNTY			GREENE		
	65	32		99	10/01/2002
HAMILTON			BUTLER		
	59	36		97	10/01/2002

Location:

	Maximum Lodging	Meals. Rate		Maximum Per Diem	Effective Date
=====					
LANCASTER	66	32	FAIRFIELD	100	10/01/2002
OAK HARBOR			OTTAWA		
06/01 - 09/05	95	36		133	10/01/2002
09/06 - 05/31	69	36		107	10/01/2002
PORT CLINTON			OTTAWA		
06/01 - 09/05	95	36		133	10/01/2002
09/06 - 05/31	69	36		107	10/01/2002
SANDUSKY			ERIE		
05/01 - 09/05	85	40		127	10/01/2002
09/06 - 04/30	55	40		97	10/01/2002
TOLEDO			LUCAS		
	69	32		103	10/01/2002
WARREN COUNTY			WARREN		
	80	48		130	05/27/2003
YOUNGSTOWN-WARREN ARS			TRUMBULL		
	55	28		85	01/01/2000
OKLAHOMA					
CAMP GRUBER			MUSKOGEE		
	55	28		85	01/01/2000
FT. SILL			COMANCHE		
	55	28		85	01/01/2000
OKLAHOMA CITY			OKLAHOMA		
	65	40		107	10/01/2002
OREGON					
ASHLAND			JACKSON		
	59	44		105	10/01/2002
BEAVERTON			WASHINGTON		
	59	40		101	10/01/2002
BEND			DESCHUTES		
06/01 - 09/30	69	40		111	10/01/2002
10/01 - 05/31	59	40		101	10/01/2002
CLACKAMAS			CLACKAMAS		
	66	36		104	10/01/2002
CRATER LAKE			KLAMATH		
	74	32		108	10/01/2002
EUGENE			LANE (EXCEPT FLORENCE)		
	62	40		104	10/01/2002
FLORENCE			CITY LIMITS OF FLORENCE		
See Lane County					
	80	36		118	10/01/2002
GOLD BEACH			CURRY		
	58	32		92	10/01/2002
LINCOLN CITY					
	65	36	LINCOLN	103	10/01/2002
NEWPORT			LINCOLN		
	65	36		103	10/01/2002
PORTLAND			MULTNOMAH		
	91	40		133	10/01/2002
SEASIDE			CLATSOP		
07/01 - 08/31	79	36		117	10/01/2002
09/01 - 06/30	59	36		97	10/01/2002
PENNSYLVANIA					
ALLENTOWN			LEHIGH		
	62	32		96	10/01/2002
BALA CYNWYD			MONTGOMERY		
	124	44		170	11/08/2002
BUCKS COUNTY			BUCKS		
	75	36		113	10/01/2002
CARLISLE BARRACKS			CUMBERLAND		
	74	32		108	01/01/2000

Location:

	Maximum Lodging	Meals. Rate		Maximum Per Diem	Effective Date
=====					
CHESTER	75	36	DELAWARE (EXCEPT WAYNE)	113	10/01/2002
DEFENSE DISTRIBUTION REGION EAST	55	28	YORK	85	01/01/2000
DOWNINGTOWN	83	40	CHESTER	125	10/01/2002
EASTON	69	32	NORTHAMPTON	103	10/01/2001
ERIE	65	32	ERIE	99	10/01/2002
ESSINGTON	75	36	DELAWARE (EXCEPT WAYNE)	113	10/01/2002
FT. WASHINGTON	124	44	MONTGOMERY	170	11/08/2002
GETTYSBURG			ADAMS	120	10/01/2002
05/01 - 10/31	82	36		93	10/01/2002
11/01 - 04/30	55	36	DAUPHIN (EXCEPT HERSHEY)	125	10/01/2002
HARRISBURG	79	44	CITY LIMITS OF HERSHEY		
HERSHEY					
See Daulphin County					
06/01 - 09/15	125	40		167	01/01/2000
09/16 - 05/31	55	40		97	01/01/2000
KING OF PRUSSIA	124	44	MONTGOMERY	170	11/08/2002
LANCASTER			LANCASTER	112	10/01/2002
05/01 - 10/31	70	40		102	10/01/2002
11/01 - 04/30	60	40			
MALVERN	83	40	CHESTER	125	10/01/2002
MECHANICSBURG	74	32	CUMBERLAND	108	01/01/2000
MONTGOMERY COUNTY	124	44	MONTGOMERY COUNTY	170	11/08/2002
PHILADELPHIA	124	48	PHILADELPHIA	174	11/08/2002
PITTSBURGH	90	44	ALLEGHENY	136	12/15/2002
RADNOR	75	36	DELAWARE (EXCEPT WAYNE)	113	10/01/2002
READING	75	40	BERKS	117	10/01/2002
SCRANTON	60	32	LACKAWANNA	94	10/01/2002
VALLEY FORGE	83	40	CHESTER	125	10/01/2002
WARMINSTER	75	36	BUCKS	113	10/01/2002
WAYNE			CITY LIMITS OF WAYNE		
See Delaware County					
100	44			146	10/01/2002
RHODE ISLAND					
EAST GREENWICH			KENT		
Battalion, Davisville	79	40		121	10/01/2002
KENT COUNTY	79	40	KENT	121	10/01/2002
NEWPORT			NEWPORT	125	10/01/2002
01/01 - 03/31	79	44		157	10/01/2002
04/01 - 12/31	111	44			
NORTH KINGSTOWN	89	28	WASHINGTON	119	10/01/2000
PROVIDENCE	89	44	PROVIDENCE	135	10/01/2002

Location:

	Maximum Lodging	Meals. Rate		Maximum Per Diem	Effective Date
=====					
WASHINGTON COUNTY	89	28	WASHINGTON	119	10/01/2000
SOUTH CAROLINA					
AIKEN	65	32	AIKEN	99	10/01/2002
BERKELEY COUNTY	106	40	BERKELEY	148	07/15/2002
CHARLESTON	106	40	CHARLESTON	148	07/15/2002
COLUMBIA	65	32	RICHLAND	99	10/01/2002
FT. JACKSON	65	32	RICHLAND	99	10/01/2002
GREENVILLE	65	40	GREENVILLE	107	10/01/2002
HILTON HEAD			BEAUFORT		
03/15 - 09/30	95	44		141	10/01/2002
10/01 - 03/14	75	44		121	10/01/2002
MYRTLE BEACH			HORRY, MYRTLE BEACH AFB		
03/01 - 11/30	99	44		145	10/01/2002
12/01 - 02/28	59	44		105	10/01/2002
SOUTH DAKOTA					
CUSTER			CUSTER		
06/15 - 08/19	70	32		104	10/01/2002
08/20 - 06/14	55	32		89	10/01/2002
HOT SPRINGS			FALL RIVER		
06/15 - 10/15	108	32		142	10/01/2002
10/16 - 06/14	79	32		113	10/01/2002
RAPID CITY			PENNINGTON		
05/15 - 09/30	99	32		133	10/01/2000
10/01 - 05/14	55	32		89	10/01/2000
STURGIS			MEADE		
06/15 - 08/15	79	28		109	10/01/2001
08/16 - 06/14	55	28		85	10/01/2001
TENNESSEE					
ALCOA	63	32	BLOUNT	97	10/01/2001
ARNOLD AS	55	28	COFFEE & FRANKLIN	85	01/01/2000
GATLINBURG			SEVIER		
05/01 - 10/31	78	40		120	10/01/2002
11/01 - 04/30	70	40		112	10/01/2002
MEMPHIS	75	40	SHELBY	117	10/01/2002
MURFREESBORO	57	32	RUTHERFORD	91	10/01/2002
NASHVILLE	82	44	DAVIDSON	128	10/01/2002
TOWNSEND			BLOUNT COUNTY		
See Blount County	63	32		97	10/01/2001
WILLIAMSON COUNTY	60	32	WILLIAMSON COUNTY	94	10/01/2002
TEXAS					
AMARILLO	57	32	POTTER	91	10/01/2002
ARLINGTON	112	36	TARRANT	150	09/17/2003
AUSTIN	83	40	TRAVIS	125	09/03/2003
BRYAN	60	32	BRAZOS (EXCEPT COLLEGE STATION)	94	10/01/2002

Location:

	Maximum Lodging	Meals. Rate		Maximum Per Diem	Effective Date
=====					
COLLEGE STATION			CITY LIMITS OF COLLEGE STATION		
See Brazos County					
	69	36		107	10/01/2002
CORPUS CHRISTI	59	40	NUECES	101	10/01/2002
DALLAS	95	44	DALLAS	141	09/17/2003
EL PASO	78	32	EL PASO	112	10/01/2002
FORT DAVIS	68	32	JEFF DAVIS	102	10/01/2002
FORT WORTH	96	40	CITY LIMITS OF FORT WORTH	138	09/17/2003
FT. BLISS	78	32	EL PASO	112	10/01/2002
FT. HOOD	59	32	BELL	93	10/01/2002
FT. SAM HOUSTON	91	44	BEXAR	137	10/01/2002
GALVESTON	76	44	GALVESTON	122	10/01/2002
GRANBURY	60	28	HOOD	90	10/01/2000
GRAPEVINE	112	36	TARRANT	150	09/17/2003
HOUSTON	87	44	HARRIS	133	09/03/2003
INGLESIDE NS	55	28	SAN PATRICIO	85	01/01/2000
KILLEEN	59	32	BELL	93	10/01/2002
LAREDO	70	32	WEBB	104	10/01/2002
MCALLEN	70	36	HIDALGO	108	10/01/2002
PLANO	70	36	COLLIN	108	10/01/2002
SAN ANTONIO	91	44	BEXAR	137	10/01/2002
SOUTH PADRE ISLAND			CAMERON		
03/01 - 08/15	91	36		129	10/01/2001
08/16 - 02/28	70	36		108	10/01/2001
WACO			MCLENNAN		
	57	32		91	10/01/2002
UTAH					
BULLFROG			GARFIELD		
	73	32		107	10/01/2002
CEDAR CITY	59	36	IRON	97	10/01/2002
DAVIS COUNTY	69	36	WEBER AND DAVIS	107	01/15/2003
LAYTON	69	36	WEBER AND DAVIS	107	01/15/2003
MOAB			GRAND		
03/15 - 10/31	90	36		128	10/01/2002
11/01 - 03/14	55	36		93	10/01/2002
OGDEN			WEBER AND DAVIS		
	69	36		107	01/15/2003
PARK CITY			SUMMIT		
04/01 - 12/14	79	44		125	10/01/2001
12/15 - 03/31	169	44		215	10/01/2001
PROVO			UTAH		
11/01 - 02/28	60	40		102	01/15/2003
03/01 - 10/31	69	40		111	10/01/2002

Location:

	Maximum Lodging	Meals. Rate		Maximum Per Diem	Effective Date
=====					
SALT LAKE CITY	80	36	SALT LAKE	118	09/03/2003
VERMONT					
BURLINGTON	89	36	CHITTENDEN AND FRANKLIN	127	10/01/2001
CAMP ETHAN ALLEN	89	36	CHITTENDEN AND FRANKLIN	127	10/01/2001
MANCHESTER	68	44	BENNINGTON	114	10/01/2002
MIDDLEBURY	68	40	ADDISON	110	10/01/2002
MONTPELIER	62	32	WASHINGTON	96	10/01/2002
ST. ALBANS	89	36	CHITTENDEN AND FRANKLIN	127	10/01/2001
WHITE RIVER JUNCTION			WINDSOR		
09/15 - 10/31	90	32		124	10/01/2001
11/01 - 09/14	55	32		89	01/01/2000
VIRGINIA					
ALEXANDRIA	150	48	DISTRICT OF COLUMBIA RATE USED	200	10/01/2002
ARLINGTON COUNTY	150	48	DISTRICT OF COLUMBIA RATE USED	200	10/01/2002
CHARLOTTESVILLE	60	44	INDEPENDENT CITY	106	10/01/2002
CHESAPEAKE			VIRGINIA BEACH (ALSO NORFOLK,		
PORTSMOUTH AND CHESAPEAKE)					
04/01 - 10/31	109	40		151	10/01/2002
11/01 - 03/31	55	40		97	10/01/2002
COLONIAL HEIGHTS	80	32	INDEPENDENT CITY	114	05/27/2003
DINWIDDLE COUNTY	69	32	DINWIDDLE COUNTY	103	05/27/2003
FAIRFAX CITY	150	48	DISTRICT OF COLUMBIA RATE USED	200	10/01/2002
FAIRFAX COUNTY			DISTRICT OF COLUMBIA RATE USED		
	150	48		200	10/01/2002
FALLS CHURCH	150	48	DISTRICT OF COLUMBIA RATE USED	200	10/01/2002
FREDERICKSBURG	72	28	SPOTSYLVANIA AND STAFFORD	102	10/01/2002
FT. A.P. HILL	55	28	CAROLINE	85	01/01/2000
FT. BELVOIR	150	48	FAIRFAX	200	10/01/2002
FT. EUSTIS			WILLIAMSBURG INDEPENDENT CITY		
04/01 - 10/31	99	40		141	10/01/2002
11/01 - 03/31	59	40		101	10/01/2002
FT. LEE	69	32	PRINCE GEORGE	103	05/27/2003
FT. MONROE			WILLIAMSBURG INDEPENDENT CITY		
04/01 - 10/31	99	40		141	10/01/2002
11/01 - 03/31	59	40		101	10/01/2002
FT. MYER	150	48	ARLINGTON	200	10/01/2002
FT. PICKETT	55	28	NOTTOWAY	85	01/01/2000
FT. STORY			VIRGINIA BEACH INDEPENDENT CITY		
04/01 - 10/31	109	40		151	10/01/2002
11/01 - 03/31	55	40		97	10/01/2002

Location:

	Maximum Lodging	Meals. Rate		Maximum Per Diem	Effective Date
=====					
HAMPTON			INDEPENDENT CITY		
04/01 - 10/31	99	40		141	10/01/2002
11/01 - 03/31	59	40		101	10/01/2002
HOPEWELL			INDEPENDENT CITY		
	69	32		103	05/27/2003
HQMC HENDERSON HALL			ARLINGTON		
	150	48		200	10/01/2002
LOUDOUN COUNTY			DISTRICT OF COLUMBIA RATE USED		
	150	48		200	10/01/2002
LYNCHBURG			INDEPENDENT CITY		
	64	40		106	10/01/2002
MANASSAS			PRINCE WILLIAM (NOT WOODBRIDGE)		
	84	36		122	10/01/2002
NEWPORT NEWS			INDEPENDENT CITY		
04/01 - 10/31	99	40		141	10/01/2002
11/01 - 03/31	59	40		101	10/01/2002
NORFOLK			VIRGINIA BEACH (ALSO NORFOLK,		
PORTSMOUTH AND CHESAPEAKE)					
04/01 - 10/31	109	40		151	10/01/2002
11/01 - 03/31	55	40		97	10/01/2002
PENTAGON			ARLINGTON		
	150	48		200	10/01/2002
PETERSBURG			INDEPENDENT CITY		
	69	32		103	05/27/2003
PORTSMOUTH			VIRGINIA BEACH (ALSO NORFOLK,		
PORTSMOUTH AND CHESAPEAKE)					
04/01 - 10/31	109	40		151	10/01/2002
11/01 - 03/31	55	40		97	10/01/2002
PRINCE GEORGE COUNTY			PRINCE GEORGE		
	69	32		103	05/27/2003
RICHMOND			CHESTERFIELD AND HENRICO		
DEFENSE SUPPLY CENTER					
	80	40		122	05/27/2003
ROANOKE			INDEPENDENT CITY		
	59	36		97	10/01/2002
VIRGINIA BEACH			VIRGINIA BEACH (ALSO NORFOLK,		
PORTSMOUTH AND CHESAPEAKE)					
04/01 - 10/31	109	40		151	10/01/2002
11/01 - 03/31	55	40		97	10/01/2002
WALLOPS ISLAND			ACCOMACK		
06/01 - 09/05	89	36		127	10/01/2002
09/06 - 05/31	69	36		107	10/01/2002
WILLIAMSBURG			WILLIAMSBURG		
04/01 - 10/31	99	40		141	10/01/2002
11/01 - 03/31	59	40		101	10/01/2002
WINTERGREEN			NELSON		
	125	44		171	10/01/2000
WOODBIDGE			PRINCE WILLIAM		
	84	36		122	10/01/2002
YORK COUNTY			YORK		
04/01 - 10/31	99	40		141	10/01/2002
11/01 - 03/31	59	40		101	10/01/2002
YORKTOWN FACILITIES			YORK		
04/01 - 10/31	99	40		141	10/01/2002
11/01 - 03/31	59	40		101	10/01/2002
WASHINGTON					
ANACORTES			SKAGIT AND ISLAND		
	64	40		106	10/01/2002
BREMERTON			KITSAP		
	61	36		99	10/01/2002
CAMP MURRAY AGS			PIERCE		
	79	32		113	10/01/2002
EVERETT			SNOHOMISH (EXCEPT LYNNWOOD)		
	59	40		101	10/01/2002

Location:

	Maximum Lodging	Meals. Rate		Maximum Per Diem	Effective Date
=====					
FRIDAY HARBOR			SAN JUAN		
05/01 - 09/30	95	44		141	10/01/2002
10/01 - 04/30	65	44		111	10/01/2002
FT. LEWIS			PIERCE		
	79	32		113	10/01/2002
LYNNWOOD			CITY LIMITS OF LYNNWOOD		
	89	36		127	10/01/2002
OCEAN SHORES			GRAYS HARBOR		
04/01 - 09/30	82	40		124	10/01/2002
10/01 - 03/31	55	40		97	10/01/2002
OLYMPIA			THURSTON		
	58	40		100	10/01/2002
PORT ANGELES			CITY LIMITS OF PORT ANGELES		
SEE CLALLAM COUNTY					
	65	40		107	10/01/2002
PORT TOWNSEND			JEFFERSON		
	79	36		117	10/01/2002
PUGET SOUND NS, SEATTLE			KING		
	143	48		193	10/01/2002
SEATTLE			KING		
	143	48		193	10/01/2002
SEQUIM			CLALLAM (EXCEPT PORT ANGELES)		
06/29 - 09/01	62	36		100	10/01/2002
09/02 - 06/28	55	36		93	10/01/2002
SPOKANE			SPOKANE		
	63	40		105	10/01/2002
TACOMA			PIERCE		
	79	32		113	10/01/2002
TUMWATER			THURSTON		
	58	40		100	10/01/2002
WEST VIRGINIA					
BERKELEY SPRINGS			MORGAN		
	69	36		107	10/01/2002
CHARLESTON			KANAWHA		
	78	40		120	10/01/2002
HEDGESVILLE			BERKELEY		
	59	32		93	10/01/2002
MARTINSBURG			BERKELEY		
	59	32		93	10/01/2002
MORGANTOWN			MONONGALIA		
	66	36		104	10/01/2002
SHEPHERDSTOWN			JEFFERSON		
	79	36		117	10/01/2001
WHEELING			OHIO		
	71	36		109	10/01/2002
WISCONSIN					
BROOKFIELD			WAUKESHA		
	66	40		108	10/01/2002
DANE COUNTY REGIONAL-TRUAX FLD			DANE		
	62	40		104	10/01/2002
FT. MCCOY			MONROE		
	55	28		85	01/01/2000
GREEN BAY			BROWN		
	59	36		97	10/01/2002
LAKE GENEVA			WALWORTH		
06/01 - 09/04	85	40		127	10/01/2002
09/05 - 05/31	66	40		108	10/01/2002
MADISON			DANE		
	62	40		104	10/01/2002
MILWAUKEE			MILWAUKEE		
	95	44		141	10/01/2002
RACINE			RACINE		
	80	32		114	10/01/2002

Location:

	Maximum Lodging	Meals. Rate		Maximum Per Diem	Effective Date
=====					
SHEBOYGAN			SHEBOYGAN		
	59	32		93	10/01/2002
STURGEON BAY			DOOR		
05/15 - 10/15	81	36		119	10/01/2002
10/16 - 05/14	56	36		94	10/01/2002
VOLKFIELD CRTC			RECEIVE STANDARD RATE		
	55	28		85	01/01/2000
WISCONSIN DELLS			COLUMBIA		
06/01 - 09/30	85	40		127	10/01/2002
10/01 - 05/31	55	40		97	10/01/2002
WYOMING					
CODY			PARK		
05/15 - 10/15	98	32		132	10/01/2002
10/16 - 05/14	55	32		89	10/01/2002
JACKSON			TETON		
09/16 - 10/31	69	44		115	10/01/2002
11/01 - 09/15	115	44		161	10/01/2002

APPENDIX B

EFFECTIVE: 1 December 2003

MAXIMUM PER DIEM RATES OUTSIDE THE CONTINENTAL UNITED STATES

TRAVEL PER DIEM ALLOWANCES

A. THE PER DIEM RATES LISTED IN THIS APPENDIX ARE FOR REIMBURSEMENT OF SUBSISTENCE EXPENSES INCURRED DURING OFFICIAL OCONUS TRAVEL. THESE RATES APPLY UNLESS AN ACTUAL EXPENSE REIMBURSEMENT (JFTR, CHAPTER 4, PART C OR JTR, CHAPTER 4, PART M) HAS BEEN AUTHORIZED/APPROVED OR A LOWER PER DIEM RATE HAS BEEN AUTHORIZED (JFTR, PAR. U4135 AND JTR, PAR. C4550-A). THE AMOUNT CALCULATED FOR LODGING EXPENSES PLUS THE M&IE RATE (JFTR, CHAPTER 4, PART B OR JTR, CHAPTER 4, PART L) SHALL NOT EXCEED THE MAXIMUM PER DIEM RATE. IF A SPECIFIC LOCATION OR MILITARY INSTALLATION IS NOT LISTED, USE THE "OTHER" RATE FOR THE COUNTRY. IF THE COUNTRY ISN'T LISTED THE "ALL PLACES NOT LISTED" RATE SHOULD BE USED. COUNTRIES OR ISLANDS LISTED INCLUDE ANY OFFSHORE ISLANDS IN THE VICINITY. THE COUNTRIES/ISLANDS WON'T INCLUDE TERRITORIES OR POSSESSIONS LOCATED ELSEWHERE EVEN THOUGH CONSIDERED AN INTEGRAL PART OF THE PARENT COUNTRY OR ISLAND. IN THESE CASES, NO COST DATA FOR THESE TERRITORIES AND POSSESSIONS WERE USED IN DETERMINING THE RATES. WHEN A POLITICAL SUBDIVISION SMALLER THAN A COUNTRY IS NAMED, (STATES, PROVINCES, DEPARTMENTS, BOROUGHES, CITIES, TOWNS, VILLAGES, ETC.) IT WILL INCLUDE THE CORPORATE LIMITS OF POLITICAL SUBDIVISIONS OR THE LIMITS OF TERRITORY WITHIN THE NORMAL BOUNDARY IF IT'S NOT INCORPORATED. POSTS, CAMPS, OR STATIONS NAMED WILL INCLUDE THE AREA FALLING WITHIN ITS BOUNDARIES.

B. COLUMN HEADINGS ARE ABBREVIATED AS FOLLOWS:

ABBREVIATION	INTERPRETATION
SEA DATES	THE SEASONAL DATES
BGN	THE SEASON START DATE FOR THIS PER DIEM RATE.
END	THE SEASON END DATE FOR THIS PER DIEM RATE.
MAXIMUM LODGING	THE MAXIMUM LODGING ALLOWANCE FOR THIS LOCATION.
LOCAL MEALS RATE	THE LOCALITY MEALS RATE FOR THIS LOCATION.
LOCAL INCI. RATE	THE LOCAL INCIDENTALS RATE FOR THIS LOCATION.

MAX PER DIEM RATE TOTAL OF MAXIMUM LODGING + LOCALITY MEALS RATE + LOCAL INCIDENTALS RATE.

Location:

	Maximum Lodging	Meals. Rate	Local Inci Rate	Maximum Per Diem	Effective Date
=====					
ALASKA					
ADAK	120	63	16	199	07/01/2003
BARROW	159	76	19	254	05/01/2002
BETHEL	129	53	13	195	05/01/2002
CLEAR AB	80	44	11	135	09/01/2001
COLD BAY	90	58	15	163	05/01/2002
COLDFOOT	135	57	14	206	10/01/1999
COPPER CENTER					
05/16 - 09/15	109	50	13	172	07/01/2003
09/16 - 05/15	99	50	13	162	07/01/2003
CORDOVA	90	60	15	165	07/01/2003
CRAIG	100	42	11	153	04/01/2003
DEADHORSE	95	54	13	162	05/01/2002
DELTA JUNCTION	79	48	12	139	04/01/2003
DILLINGHAM	95	55	14	164	05/01/2002
DUTCH HARBOR-UNALASKA	120	69	17	206	04/01/2003

Location:

Location	Maximum Lodging	Meals. Rate	Local Inci Rate	Maximum Per Diem	Effective Date
=====					
FAIRBANKS					
05/01 - 09/15	149	66	17	232	04/01/2003
09/16 - 04/30	75	61	15	151	04/01/2003
FOOTLOOSE					
	175	14	4	193	06/01/2002
FT. GREELY					
	79	48	12	139	04/01/2003
FT. RICHARDSON					
05/01 - 09/15	170	70	18	258	08/01/2003
09/16 - 04/30	85	65	16	166	08/01/2003
FT. WAINWRIGHT					
05/01 - 09/15	149	66	17	232	04/01/2003
09/16 - 04/30	75	61	15	151	04/01/2003
GLENNALLEN					
05/01 - 09/30	137	49	12	198	09/01/2001
10/01 - 04/30	89	45	11	145	09/01/2001
HEALY					
06/01 - 08/31	115	33	8	156	04/01/2003
09/01 - 05/31	80	30	8	118	04/01/2003
HOMER					
05/15 - 09/15	109	58	14	181	04/01/2003
09/16 - 05/14	76	54	14	144	04/01/2003
JUNEAU					
	99	60	15	174	04/01/2003
KAKTOVIK					
	165	69	17	251	05/01/2002
KAVIK CAMP					
	150	55	14	219	05/01/2002
KENAI-SOLDOTNA					
04/01 - 10/31	110	66	17	193	04/01/2003
11/01 - 03/31	69	60	15	144	04/01/2003
KENNICOTT					
	179	65	16	260	04/01/2003
KETCHIKAN					
05/01 - 09/30	110	66	16	192	04/01/2003
10/01 - 04/30	89	64	16	169	04/01/2003
KING SALMON					
05/01 - 10/01	225	73	18	316	05/01/2002
10/02 - 04/30	125	65	16	206	05/01/2002
KLAWOCK					
	100	42	11	153	04/01/2003
KODIAK					
	90	66	17	173	04/01/2003
KOTZEBUE					
05/01 - 08/31	141	73	18	232	04/01/2003
09/01 - 04/30	125	71	18	214	04/01/2003
KULIS AGS					
05/01 - 09/15	170	70	18	258	08/01/2003
09/16 - 04/30	85	65	16	166	08/01/2003
MCCARTHY					
	179	65	16	260	04/01/2003
METLAKATLA					
05/30 - 10/01	98	38	10	146	05/01/2002
10/02 - 05/29	78	38	9	125	05/01/2002
MURPHY DOME					
05/01 - 09/15	149	66	17	232	04/01/2003
09/16 - 04/30	75	61	15	151	04/01/2003
NOME					
	115	73	18	206	04/01/2003
NUIQSUT					
	180	42	11	233	05/01/2002
POINT HOPE					
	130	56	14	200	03/01/1999
POINT LAY					
	105	54	13	172	03/01/1999
PORT ALSWORTH					
	135	70	18	223	05/01/2002

Location	Maximum Lodging	Meals. Rate	Local Inci Rate	Maximum Per Diem	Effective Date
=====					
PRUDHOE BAY	95	54	13	162	05/01/2002
SEWARD					
05/01 - 09/30	189	54	13	256	06/01/2003
10/01 - 04/30	79	45	11	135	06/01/2003
SITKA-MT. EDGE CUMBE					
05/01 - 09/30	110	65	16	191	06/01/2003
10/01 - 04/30	99	64	16	179	06/01/2003
SKAGWAY					
05/01 - 09/30	110	66	16	192	04/01/2003
10/01 - 04/30	89	64	16	169	04/01/2003
SPRUCE CAPE	90	66	17	173	04/01/2003
ST. GEORGE	105	44	11	160	05/01/2003
TALKEETNA	100	71	18	189	07/01/2002
TANANA	115	73	18	206	04/01/2003
TOGIAK	100	31	8	139	07/01/2002
TOK					
05/01 - 09/30	81	61	15	157	04/01/2003
10/01 - 04/30	60	59	15	134	04/01/2003
UMIAT	150	78	20	248	04/01/2003
UNALAKLEET	79	64	16	159	04/01/2003
VALDEZ					
05/01 - 10/01	139	73	18	230	04/01/2003
10/02 - 04/30	79	69	17	165	04/01/2003
WAINWRIGHT	120	66	17	203	05/01/2002
WASILLA	99	54	14	167	04/01/2003
WRANGELL					
05/01 - 09/30	110	66	16	192	04/01/2003
10/01 - 04/30	89	64	16	169	04/01/2003
YAKUTAT	110	54	14	178	03/01/1999
[OTHER]	80	44	11	135	09/01/2001
ALL PLACES NOT LISTED					
ALL PLACES NOT LISTED	28	12	3	43	03/01/2002
AMERICAN SAMOA					
AMERICAN SAMOA	85	54	13	152	03/01/2000
GUAM					
GUAM (INCL ALL MIL INSTAL)	135	64	16	215	07/01/2003
HAWAII					
ISLE OF HAWAII: HILO	100	64	16	180	06/01/2003
ISLE OF HAWAII: OTHER	150	63	16	229	06/01/2003
ISLE OF KAUAI	158	70	18	246	05/01/2003
ISLE OF MAUI	159	71	18	248	06/01/2002
ISLE OF OAHU	142	66	16	224	05/01/2003

Location	Maximum Lodging	Meals. Rate	Local Inci Rate	Maximum Per Diem	Effective Date
=====					
LANAI	395	110	28	533	05/01/2003
MOLOKAI	101	78	20	199	05/01/2003
[OTHER]	72	49	12	133	01/01/2000
MIDWAY ISLANDS					
MIDWAY ISLANDS [INCL ALL MILITAR	150	38	9	197	02/01/2000
NORTHERN MARIANA ISLANDS					
ROTA	129	70	18	217	07/01/2003
SAIPAN	121	72	18	211	07/01/2003
TINIAN	85	58	14	157	07/01/2003
[OTHER]	55	58	14	127	04/01/2000
PUERTO RICO					
BAYAMON					
04/11 - 12/23	155	57	14	226	01/01/2000
12/24 - 04/10	195	60	15	270	01/01/2000
CAROLINA					
04/11 - 12/23	155	57	14	226	01/01/2000
12/24 - 04/10	195	60	15	270	01/01/2000
FAJARDO [INCL CEIBA & LUQUILLO]	82	43	11	136	01/01/2000
HUMACAO	82	43	11	136	01/01/2000
LUIS MUNOZ MARIN IAP AGS					
04/11 - 12/23	155	57	14	226	01/01/2000
12/24 - 04/10	195	60	15	270	01/01/2000
MAYAGUEZ	85	47	12	144	01/01/2000
PONCE	96	55	14	165	01/01/2000
SAN JUAN & NAV RES STA					
04/11 - 12/23	155	57	14	226	01/01/2000
12/24 - 04/10	195	60	15	270	01/01/2000
[OTHER]	62	46	11	119	
VIRGIN ISLANDS (U.S.)					
ST. CROIX					
04/15 - 12/14	98	66	17	181	08/01/2003
12/15 - 04/14	135	70	17	222	08/01/2003
ST. JOHN					
04/15 - 12/14	110	73	18	201	08/01/2003
12/15 - 04/14	185	78	20	283	08/01/2003
ST. THOMAS					
04/15 - 12/14	163	76	19	258	08/01/2003
12/15 - 04/14	220	79	20	319	08/01/2003
WAKE ISLAND					
WAKE ISLAND	60	26	6	92	

TRAVEL AUTHORIZATION FORM

AMERICAN SAMOA GOVERNMENT

Request Information

Traveler's Name			Travel Authorization No.			Vendor No.			Date		
Position Title			Department			Email			Phone		
Purpose of Travel											
Destination				Departure Date		Return Date			Annual Leave	Yes	No
									From	To	
Charge To	FUND /ORG	ACCOUNT	TASK		OPTION			COST CENTER			

Itinerary

DATE		ITINERARY POINT CITY STATE		PER DIEM RATE				Air Fare	Taxi/ Car Fare	Other Costs (Explain in Remarks)
				Lodging	Meals	No of Days	Total			
		From:								
		To:								1
		To:								2
		To:								3
		To:								4
						Total				
YES	NO									
		4. Is the employee making any deviations from the authorized itinerary for personal convenience, taking any annual leave or using a different mode of transportation for personal convenience? If yes, explain in Remarks.								
		5. If air transportation is the mode of travel between itinerary points, is the lowest priced carrier being used between all points? If no, explain in Remarks.								

REMARKS:	EST. COST TO GOVERNMENT	
	TOTAL AIR FARE	
	TOTAL PER DIEM ADVANCE	
	OTHER	
	TOTAL AUTHORIZED	

I understand that any travel is for government business only, and I agree to file a travel expense report within 30 days of completion of my travel (except for terminating contract employees). If I do not file such a report, I hereby authorize the Treasurer to deduct the full cost of the travel from my salary. I also authorize the Treasurer to deduct from my salary any amount that the Treasurer determines is due back to the American Samoa Government.

Traveler's Signature

Date _____

Department Approval

Date _____

Budget Approval

Date _____

Treasury Approval

Date _____

TRAVEL EXPENSE VOUCHER

AMERICAN SAMOA GOVERNMENT

Department Contact Information:

Department:

Phone No:

Traveler Information

Traveler's Name: _____

Email: _____

Travel Authorization No. _____

Purpose of Trip
(state briefly)

Vendor No. _____

Voucher Date: _____

FUND/ORG	ACCOUNT	COST CENTER	OBJECT	ACTIVITY	TASK	OPTION

Itinerary Information

Date	Departed From Place	Time	Arrived At Place	Time	VIA	Amt	Taxi/ Car Fares	Lodging	Meals/ Per Diem	Item	Other Expenses Amount	Line Totals
Totals												

Justification Information

Date of Meeting: _____ To _____

Was the registration fee paid? Yes No

If yes, attach material which gives details of the fee paid.

Ticket No. _____ Amount: _____

Check One:

Ticket Used _____ Attach boarding pass

Ticket Returned _____

Full _____ Partial _____

TOTAL EXPENSES (Amount Claimed): _____

Less: AMOUNT NOT ALLOWED: _____

Less: AMOUNT OF REQUEST: _____

Less: ASG TRAVEL ADVANCE: _____

AMOUNT DUE TRAVELER: _____**AMOUNT DUE ASG:** _____

Attached: Check Cash

Comments:

I, the undersigned, hereby certify that the above listed expenses were actually incurred by me for American Samoa Government (ASG) purposes as allowed by ASG policies and procedures.

Traveler's Signature _____

Date _____

Approving Official Signature _____